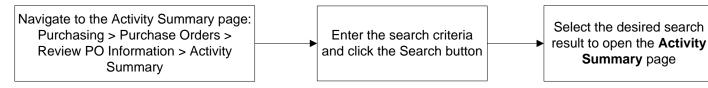


PO Tool 1 - Activity Summary Page

V.1.4. 07/12/12

Use the **Activity Summary** page to review summary information pertaining to purchase orders, receipts, vouchers, payments, matching information, and RTV (Return to Vendor) information.

Anyone with the 'Agency Purchasing Viewer' role can access this page and view the information on it.



DETAILS TAB

Use the first tab - the Details tab to view the 'Order Qty', 'Amount Ordered', and the 'Amount Only' checkbox



Line Details button = Allows the user to see all details, for all tabs, for the line on one vertical page



- Order Qty = Displays the quantity of items/services that were ordered on the purchase order
- > Amount Ordered = Displays the dollar amount for the items/services that were ordered on the purchase order
- Amount Only Checkbox = This checkbox indicates whether the 'Amount Only' checkbox was selected on the purchase order line or not. Refer to PO Tool 4 'Amount Only' Information for information about the checkbox and its use.

RECEIPT TAB

Use the second tab - Receipt tab to view the 'Qty Received', 'Qty Accepted', 'Open Quantity' and 'Open Amount'

Unit:	67700		PO Status:	Dispatched						
PO ID:	0000000105		Vendor:	STAPLES CONTRACT & COMMERCIAL INC						
Lines Detail	ils T Receipt	t Invoice	Y Matched	T RTV	Cus	<u>tomize</u> <u>Find</u> ∨	iew All 🎹	First 1-11 of 11	Last	
Line	<u>Item</u>	Item Description		<u>иом</u>	Qty Received	Qty Accepted	<u>Open</u> Quantity	Open Amount	Currency	
1 🖟	1	Bankers Box Quid	k/Stor Storage	e CT	1.0000	1.0000	0.0000	0.000	USD	1
2 🖥	1 =	Porous Point Pen	, 1.1mm, Fine	EA	12.0000	12.0000	0.0000	0.000	USD	1

- Qty Received = Displays the amount of items that have been received on receipt(s) for the PO
- > Qty Accepted = Displays the amount of items that have been accepted on receipt(s) for the PO
- Open Quantity = Displays the amount of items that have not yet been received on a receipt for the PO
- > Open Amount = Displays the dollar amount for items that have not yet been received on a receipt for the PO

Receipt Tab continued on Page 2...

RECEIPT TAB (continued)

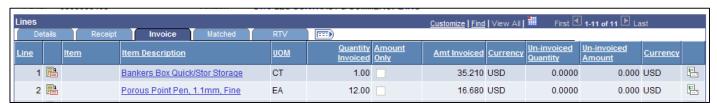
Use the **Receipt icon** on the right side of the **Receipt tab** to view the details of the receipt lines(s) for the PO Line:



- Receipt No = Displays the receipt number(s) for each receipt(s) that have been created against the PO line and the schedule line number (delivery address). Clicking the hyperlink allows you to review the details of the receipt information for the receipt lines on the Receipt (in a new window).
- Receipt Line = Displays the receipt line number
- Status = Displays the status of the Receipt Line(s) Active, Cancelled, or Closed
- > Vndr Rcpt Qty = Displays the quantity of item(s) received on the receipt line
- Vndr Reject Qty = Displays the quantity of item(s) that have had an RTV (Return to Vendor) created for them against the receipt line and PO line.
- > Amount = Displays the dollar amount for the received item(s) on the receipt line

INVOICE TAB

Use the third tab – the **Invoice tab** to view the 'Quantity Invoiced', 'Amount Only' checkbox, 'Amt Invoiced', 'Un-invoiced Quantity', and 'Un-invoiced Amount'



- > Quantity Invoiced = Displays the quantity that has been entered in to voucher(s), (against the PO)
- > Amount Only checkbox = Displays whether the 'Amount Only' checkbox was selected for the PO line
- Amt Invoiced = Displays the dollar amount that has been entered in to voucher(s), (against the PO)
- Un-invoiced Quantity = Displays the quantity of item(s) that have not been entered in to voucher(s) (against the PO)
- Un-invoiced Amount = Displays the dollar amount for item(s) that have not been entered in to voucher(s) (against the PO)

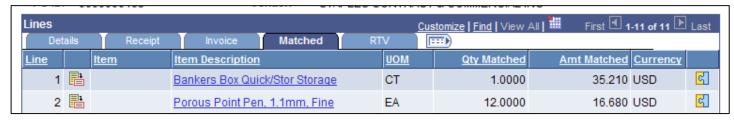
Use the **Invoice icon** on the right side of the **Invoice tab** to view the details of the invoice/s (voucher/s) associated to this PO Line: 'Quantity Invoiced' and 'Amount Invoiced'



- > **Voucher** = Displays the Voucher number. Clicking the hyperlink allows you to access and review the voucher information in a new window.
- ➤ **Line** = Displays the voucher line number
- > Quantity Invoiced = Displays the quantity that has been entered in to voucher(s), (against the PO line)
- > Amt Invoiced = Displays the dollar amount that has been entered in to voucher(s), (against the PO line)

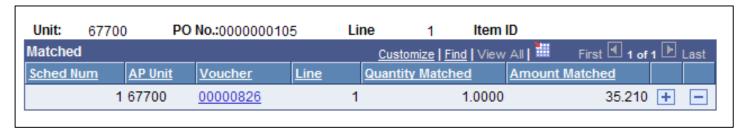
MATCHED TAB

Use the fourth tab – the **Matched tab** to view the 'Qty Matched' and 'Amt Matched' for the PO:



- Qty Matched = Displays the quantity that has been matched (on the PO and on the voucher/s)
- > Amt Matched = Displays the dollar amount that has been matched (on the PO and on the voucher/s)

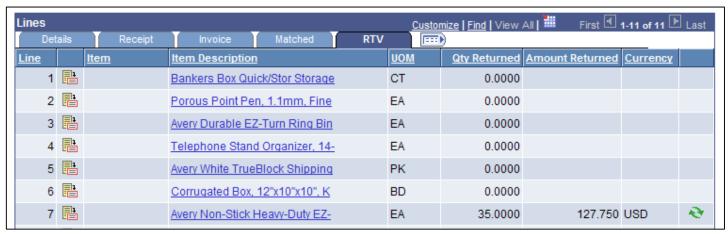
Use the **Matched icon** on the right side of the **Matched tab** to view by Voucher, the 'Quantity Matched' and 'Amount Matched' for the PO Line/s:



- Voucher = Displays the Voucher ID number. Clicking on the hyperlink allows you to review the voucher details in a new window.
- Qty Matched = Displays the quantity that has been matched (on the PO line and on the voucher line/s)
- Amt Matched = Displays the dollar amount that has been matched (on the PO line and on the voucher line/s)

RTV TAB

Use the fifth tab – the RTV (Return To Vendor) tab to view the 'Qty Returned' and 'Amount Returned' for the PO:



- > Qty Returned = Displays the quantity of items returned on RTV(s) (against the PO Line)
- > Amount Returned = Displays the dollar amount of items returned on RTV(s) (against the PO Line)

RTV Tab continued on Page 4...

RTV TAB (Continued)

Use the RTV icon on the right side of the RTV tab to view the details of the RTV(s) line/s that have been created against the PO Line:



- > RTV ID = Displays the RTV ID number. Clicking the hyperlink allows you to review the RTV details in a new window.
- Line = Displays the RTV Line number
- Status = Displays the status of the RTV Line: Active, Cancelled, or Closed
- Action = Displays the Action option that was selected when the RTV was created:
 - (Based on contact/conversation with vendor before the RTV was created):
 - Credit Vendor will issue a credit for the item
 - Replacement Vendor will send the same item again, as a replacement for the original item that was ordered
 - Exchange Vendor will send a different item to replace the original item that was ordered
- > **Disposition** = Displays the option that was selected when the RTV was created:

(Based on contact/conversation with vendor before the RTV was created):

- Ship Item must be shipped back to the vendor (per vendor's request)
- Destroy Vendor has given permission for the item to be field destroyed/disposed of (not sent back to vendor)
- **Reason Code** = Displays the option that was selected when the RTV was created:

States the reason why the RTV is being created (for documentation purposes):

- RECERR Received in Error
- TOO MANY Too many items were received
- DAM Item was damaged (outside packaging was damaged when item was delivered shipping damage)
- DEF Item is defective (outside packaging was not damaged. Item does not work manufacturing fault)
- > Item = Displays the item that was received (Item ID displays only for Statewide Contract Items)
- Rev = Displays the quantity of items that have been received on the receipt(s)
- > Description = Displays the description of item. Click the description hyperlink to view the full description details.
- > Return Qty = Displays the number of items that were entered on the RTV to be destroyed
- > Ship Qty = Displays the number of items that were entered on the RTV to be shipped back to the vendor
- > **Price** = Displays the price of the item per unit of measure
- ➤ **Vndr UOM** Vendor Unit of Measure Displays the quantity (unit of measure) in which the vendor sells the item Examples: EA = each, BG = Bag, DOZ = Dozen.